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Jennifer C. Wagner

Objective: To obtain the requested position, use the skills from education, gain experience and help the organization grow.

Work Experience

Marketing Coordinator | Thayer Publishing | Mankato, MN
July 2014 - Present

- + Effectively and accurately complete weekly excel reports to track overall company sales and sales of all products
- + Use SiteCore to make updates and do edits to the organization's four different websites
- + Maintain an up-to-date schedule of company's production of all products shipping out of the building
- + Create, maintain and solve issues with promotions on all products within the organization
- + Efficiently prepare proofs to all customers' correspondence
- + Create PO's, cross reference them with incoming invoices and close them when payments have been made

Guest Service Team Member | Target Corporation | Shakopee & Mankato, MN
July 2008 - Present

- + Use customer service skills to greet and assist store customers, as well as maintain overall store organization
- + Utilize speed and accuracy to move customers through cash register lines quickly
- + Assist customers with questions, concerns, returns and exchanges to obtain customer satisfaction
- + Effectively and accurately restock products to maintain store cleanliness and product availability

Internship | YWCA | Mankato, MN
August 2013 – December 2013

- + Effectively and accurately enter data into excel databases
- + Use Microsoft Publisher to create and edit advertisements, brochures and folder inserts
- + Promoted the YWCA at Mankato community functions
- + Organized and implemented various events in Mankato area

Volunteer Experience

- + New Prague Mayo Clinic: Helped with set up/preparation of the Wonderland in the Park fundraising event at New Prague Park Ballroom
- + YWCA Girl Empowerment Day: rotated girls throughout different events, helped organize and set up different activities, instructed 2nd-5th graders through an art project
- + St. Wenceslaus Church: Efficiently served breakfast to church members, participated in clean-up of church kitchen and tables

Education:

Bachelors of Science

Mass Communications

Minor: Marketing,
Interdisciplinary
Communications

Dean's List Recipient

Minnesota State University:
Mankato
2010-2014

Proficient in...

- + Microsoft Office (Word, Excel, PowerPoint, Publisher)
- + AS400
- + SharePoint
- + SiteCore
- + Adobe Creative Suite (Photoshop, Illustrator)
- + Dreamweaver
- + Customer Service
- + Cash Handling
- + Basic Accounting

References available
upon request!